



## EXAMINATION ANNOUNCEMENT

# CALIFORNIA ENERGY COMMISSION

## PLANNER I – ENERGY FACILITY SITING

**OPEN**

### EXAMINATION PLAN – NO WRITTEN TEST IS REQUIRED

The entire examination will consist of a Supplemental Application Questionnaire. The Questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, experience, education training, and potential to effectively perform the duties relative to the classification. The Supplemental Application is weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### FILING INSTRUCTIONS

**CONTINUOUS TESTING – NO FINAL FILING DATE** – Testing is considered continuous as dates can be set at any time. You may apply only once in any consecutive 12 month period. Applications (STD. 678) will be accepted on a continuous basis and examinations are scheduled as needed. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

### FILE BY MAIL OR IN PERSON WITH:

California Energy Commission  
Selection, Training & EEO Office (PLANNER I)  
1516 Ninth Street, MS #52  
Sacramento, CA 95814

*In order to expedite the application review process, when completing the State application make sure to provide a full description of duties performed.*

### DO NOT SEND SUPPLEMENTAL APPLICATION QUESTIONNAIRE AND STATE APPLICATION TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, the California Energy Commission or the Internet at <http://exams.spb.ca.gov/capp.htm>.

A mandatory Supplemental Application Questionnaire must be completed and submitted with a standard State application (STD 678). If you wish to download the Supplemental Application Questionnaire, go to <http://jobs.spb.ca.gov/openxrd.cfm?exc=7ERE101>. Applications received without the Supplemental Application Questionnaire or vice versa will not be accepted. If you have any difficulty downloading these forms or for any other questions, please call 653-6532.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

### SALARY RANGE

\$4400 - \$5348

PLANNER I  
JX84 – 4734  
8ERE101

[www.energy.ca.gov](http://www.energy.ca.gov)  
(916) 653-6532

Final File Date: Continuous Testing

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated below when you submit your application and supplemental application questionnaire. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**EITHER PATTERN I**

In the California state service, one year of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general, in a class with a level of responsibility equivalent to Energy Analyst Range C.

**OR PATTERN II**

**Experience:** Two years of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general; or in siting, planning, construction or operation of thermal power plants and related energy facilities, at least one year of which must have been at the journey level, equivalent to work performed by an Energy Analyst Range C in the California state service.

**AND**

**Education:** Equivalent to graduation from college with specialization in physics, engineering, planning, economics, mathematics or a closely related field; or in a natural or physical science such as anthropology, archeology, biology, chemistry, geography, geology or meteorology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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**THE POSITION**

The Planner I (Energy Facility Siting) is the full journey person level. Under direction, incumbents independently perform the more responsible, varied, difficult and complex facility siting projects; or serve as a team leader on less complex projects or coordinate the efforts of subordinate staff members on larger siting projects.

**Positions exist in Sacramento with the California Energy Commission.**

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**SCOPE**

To evaluate each competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Application Questionnaire will be to measure competitively, relative to job demands, each competitor's:

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<b>KNOWLEDGE OF</b>	<ol style="list-style-type: none"><li>1. Permitting, construction and operation of energy facilities or similar industrial or public work facilities;</li><li>2. Applicable local, State and Federal environmental laws, ordinances, regulations and standards; and</li><li>3. Principles and practices of engineering analysis, environmental impact analysis, socioeconomic impact analysis or project management.</li></ol>
<b>ABILITY TO</b>	<ol style="list-style-type: none"><li>1. Analyze and evaluate data and information and reach sound conclusions;</li><li>2. Develop and evaluate alternatives;</li><li>3. Establish and maintain cooperative relationships and effective communication with local, State and Federal Government agencies;</li><li>4. Prepare clear, complete and technically accurate reports;</li><li>5. Present ideas effectively orally and in writing;</li><li>6. Coordinate and work effectively with others as an interdisciplinary team member;</li><li>7. Summarize and combine material into a meaningful volume;</li><li>8. Work independently on complex energy or similar industrial facility siting projects;</li><li>9. Evaluate general energy or similar industrial facility siting proposals; and</li><li>10. Gain and maintain the confidence and cooperation of those contacted during the course of work.</li></ol>
<b>ELIGIBLE LIST INFORMATION</b>	A departmental open eligible list will be established for the California Energy Commission. The list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.
<b>VETERANS PREFERENCE POINTS</b>	WILL NOT BE GRANTED IN THIS EXAMINATION
<b>CAREER CREDITS</b>	DO NOT APPLY IN THIS EXAMINATION

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**GENERAL INFORMATION**

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Energy Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veteran's Preference Points:** Veteran's preference credit is granted only on open list resulting from entrance examinations. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination. (The examination announcement indicates if veteran's preference points will apply.) Requests for veteran's preference, together with proof of eligibility should be submitted to: State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, Attention Veteran's desk, MS-37. It is necessary to establish eligibility only once.

**Career Credit:** A competitor who passes an open, non-promotional civil service examination and who has permanent civil service status (or who has a mandatory right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score. Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply.) Veteran's points are not granted in such examinations.

**DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD**

California Relay (Telephone) Service for the Deaf or Hearing Impaired  
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**CALIFORNIA ENERGY COMMISSION  
SELECTION TRAINING AND EEO OFFICE  
PLANNER I – Energy Facility Siting and/or  
PLANNER II – Energy Facility Siting  
SUPPLEMENTAL APPLICATION**

The California Energy Commission's (CEC) Planner I - Energy Facility Siting and Planner II – Energy Facility Siting are being given on an open basis. Both examinations will consist solely of this Self-Assessment Supplemental Application Questionnaire.

This questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. **NOTE: Failure to meet the entrance requirements and/or complete this questionnaire accurately will result in elimination from this examination.)** *Candidates who fail to follow the instructions will be eliminated from the examination.*

**IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS.** The California Energy Commission will **NOT** provide you a copy of your supplemental application.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**EXAMINATION TITLE(S):** \_\_\_\_\_

The completed Supplemental Application Questionnaire **AND** Standard State Application (Std. 678) can be personally hand delivered and/or mailed to:

**California Energy Commission  
Selection, Training and EEO (Planner I & II)  
1516 9<sup>th</sup> Street, MS-52  
Sacramento, CA 95814**

**Failure to submit your Supplemental Application Questionnaire with your Standard State Application will result in elimination from the examination.**

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting  
Supplemental Application**

**PART I – Division Description**

**ENERGY FACILITIES SITING DIVISION**

**Mission:** To ensure adequate generating capacity exists in California to meet current and future electricity demand while protecting public health and safety, and the environment, the division: 1) reviews and licenses power plant and electric transmission line applications and monitors compliance with permit conditions; 2) develops and implements a strategic statewide electric transmission plan; 3) designates electric transmission line corridors; and 4) analyzes environmental and energy issues impacting California's energy supply systems.

**Major Program Areas**

**Siting and Compliance Office**

- Energy Facilities Siting -- licensing of thermal power plants
- Energy Facilities Compliance -- ensuring facilities comply with the terms and conditions of the Commission's license to construct and operate

**Environmental Office**

- Environmental assessment of energy projects
- Environmental assessment of energy policies and policy documents such as the Integrated Energy Policy Report (IEPR)
- Review and Comment on Local, State, and Federal Environmental Impact documents

**Special Projects**

- Prepare Environmental Performance Report for the IEPR
- Analyze environmental and energy issues impacting California's Energy System
- Analyze issues on Federal Energy Regulation Commission (FERC) hydro relicensing cases in California
- Coordinate review or development of legislative proposals
- Manage development or revision of regulations to implement Division programs

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting  
Supplemental Application**

**PART II – Position Descriptions**

**PLANNER I POSITION DESCRIPTION:**

**Project Manager:** Employees in this position function as a siting project manager that is responsible for the day-to-day management of the less complex and controversial energy facility (e.g., electric power plants and transmission lines) siting projects. They recommend actions, policies and procedures affecting project and program direction; and implement approved activities, policies and procedures to achieve division goals and objectives.

**Technical Specialist:** Employees in this position independently perform technical analyses for facility siting cases and planning studies in the areas of biology, cultural resources, socioeconomics, land use, environmental justice, traffic and transportation, and visual resources. The incumbent will provide technical expertise and serve as a member of interdisciplinary teams evaluating the environmental and socioeconomic effects of proposed power plants, policies and plans for energy development in order to satisfy the requirements of the Warren-Alquist Act and the California Environmental Quality Act (CEQA). The incumbent may also act as a working team leader on less complex projects.

**PLANNER II POSITION DESCRIPTION:**

**Project Manager:** Employees in this position function as a siting project manager that is responsible for the day-to-day management of complex and controversial energy facility (e.g., electric power plants and transmission lines) siting projects. They recommend actions, policies and procedures affecting project and program direction; and implement approved activities, policies and procedures to achieve division goals and objectives

**Technical Specialist:** Employees in this position independently perform varied, difficult and complex technical analyses for facility siting cases and planning studies in the areas of biology, cultural resources, socioeconomics, environmental justice, land use, traffic and transportation and visual resources, and formulate solutions to difficult problems. The incumbent is expected to provide expert technical expertise and serve as a member of interdisciplinary teams evaluating the environmental and socioeconomic effects of proposed power plants, policies and plans for energy development in order to satisfy the requirements of the Warren-Alquist Act and the California Environmental Quality Act (CEQA). The employee may also act as a working team leader on complex projects or coordinate the activities of other technical specialists or consultants in the evaluation of energy projects.

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting  
Supplemental Application**

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**PART III - EMPLOYMENT HISTORY**

**Instructions:** Please describe your current and most recent work experience as it relates to the Planner I and II – Energy Facility Siting positions. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part IV to identify where you worked. You may include additional pages if necessary.

**EXPERIENCE CODE A**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE B**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE C**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE D**

Employer Name: \_\_\_\_\_

Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_



**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting**

**PART IV - Supplemental Application**

This section of the application lists activities and requirements necessary for successful job performance. Using the following steps, indicate your level of proficiency and experience for each item.

**Instructions**

**Step 1:** In the *Experience Code* column, use the codes from PART III of this form to indicate where you performed the activity, or acquired the task or knowledge. You may list more than one code per item if applicable.

**Step 2:** For each item listed on pages 6 in rows “1” through “10”, please place an “X” in the column that most accurately represents the experience you have with the following task. Place an “X” in the column which identifies the amount of your experience for each item.

**SAMPLE**

		Experience Code(s)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently on the job with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	(Sample Item)  Prepares reports for company.	A & C			X			X		

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting**

**PARTt IV (continued) - Supplemental Application**

PRINT NAME _____		Experience Code(s) (FROM PART I)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	Read and comprehend a variety of technical, complex information related to work assignments (such as laws, regulations, energy plant design specifications, energy forecast reports, contract documents, etc).									
2.	Work independently on assignments without close supervision or detailed instructions both in the office and in the field.									
3.	Analysis data to draw appropriate conclusions and make recommendations regarding a set of data.									
4.	Exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and that they are in accordance with laws, regulations and/or divisional goals and objectives									
5.	Identify facts and implications related to a situation and the pros and cons of proposed alternatives before drawing conclusions and making recommendations									
6.	Write reports, memos, letters, summaries, notes, and other job-related documents using proper sentence structure, grammar, punctuation, and spelling to ensure complete and succinct written materials.									
7.	Collect accurate and meaningful data.									
8.	Use a personal computer to input data, access information, utilize the internet, email, and/or create documents using various types of software.									
10.	Make mathematical calculations to analyze data.									

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting  
Supplemental Application**

**PART V – NARRATIVE QUESTIONS**

You are being given three (3) questions on the following pages for which you are to provide a narrative response.

**Instructions**

- Your response to each question **must** be typed using 12 point font or larger.
- Your response to each question **must** be limited to (1) page per question (for a total of 3 pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.

**SAMPLE**

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Question #1. ....**

**Planner I – Energy Facility Siting and/or  
Planner II – Energy Facility Siting  
Supplemental Application**

- 1. Describe the strategy you would use to address the difficult work situation of multiple, high-priority work products with over-lapping due dates. What would you do if the Deputy Director asked you to work on another assignment that was not as high a priority as other projects to which you have been assigned?**

**Planner I – Energy Facility Siting  
Planner II – Energy Facility Siting  
Supplemental Application**

- 2. You have to make a presentation to a decision maker. What steps would you take to prepare for the presentation? What steps would you take to make certain your presentation is a success?**

**Planner I – Energy Facility Siting  
Planner II – Energy Facility Siting  
Supplemental Application**

- 3. Please describe any California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) experience in which you have participated. Please summarize your role (as a sole investigator/researcher, team member or project leader) and responsibilities. In addition, list any training you have taken related to environmental analysis**